

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**SAFETY AND CLAIMS ADMINISTRATOR
FINANCE DEPARTMENT**

GENERAL STATEMENT OF JOB

Performs administrative and technical work in support of City safety and risk management programs. Employee reports to the Risk Management Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing specialized technical work in administering the City's safety and workers' compensation programs. Responsibilities include writing safety policies and interpreting regulations, administering drug and alcohol testing, planning and conducting safety training, performing safety inspections. Employee also performs various specialized clerical and administrative duties. Work assignments are performed with some independence with objectives established as guidelines. Work is performed under general supervision of the Risk Management Director and is evaluated through conferences and reports on the basis of the success of the safety and the workers' compensation programs.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Writes safety policies and procedures for the City.

Plans and conducts safety training; leads City safety teams.

Administers drug and alcohol testing as specified by the Department of Transportation.

Interprets safety regulations and standards and interprets them for City employees.

Performs safety inspections at City facilities and job sites.

Investigates accidents, reviews accident reports and attends departmental accident review meetings.

Administers City-wide workers' compensation program; responds to reported injuries of City employees; reviews, investigates and manages claims; reviews and interprets medical reports; coordinates with other departments and outside agencies on issues related to City employee's claims; reviews and prepares monthly reports.

Provides specialized technical information in response to inquiries from the public;

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assists public in locating desired information and materials, and in the full utilization of departmental services; refers inquiries to appropriate staff, as necessary.

Provides technical information in response to inquiries or investigations from such federal and state agencies as OSHA, EPA and the DOT.

Prepares payroll audits for excess carriers.

Processes information using a variety of computer-driven word processing, spread sheet and file maintenance programs which requires use of a variety of complicated formats for preparing correspondence, reports and manuscripts. Work includes responsibility for accuracy of spelling, punctuation, format and grammar.

Composes forms, letters, memorandums, reports, and minutes; drafts information and materials for various purposes.

Maintains up-to-date knowledge of current trends in safety and risk management.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Maintains OSHA 300 Log and prepares related federal and state reports.

Prepares annual EPA and DOT reports as required.

Participates in workers' compensation mediations and hearings as required.

ADDITIONAL JOB FUNCTIONS

Performs other related work assignments as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the Department's organization and operational policies and procedures.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state or local laws, rules and regulations.

Considerable knowledge of the principles, practices, procedures and philosophies of Worker's Compensation.

Considerable knowledge of federal and state laws, rules and regulations governing workers' compensation programs.

Considerable knowledge of federal and state laws, rules and regulations governing worker safety programs.

Considerable knowledge of the current literature, trends and development in the field of safety and risk management.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

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Ability to inspect buildings and facilities to ensure compliance with state, federal and local safety rules and regulations.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions.

Ability to establish and maintain complex records and files.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact and courtesy in frequent contact with City employees.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in secretarial sciences, business administration or a related field and 2 to 3 years of related experience, and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of the following OSHA certifications: DD4 Instructor, General Industry (30-Hour) and Construction (10-Hour).

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

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Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 17
Exempt